

**Hartpury Parish Council**  
**Minutes of the Annual Meeting of Hartpury Parish Council held on Wednesday 9<sup>th</sup> May 2018 at**  
**7.30pm at Hartpury Village Hall**

Present: Cllr Alastair McGhee, Cllr R Gregory, Cllr Roger Houldey, Cllr M Clarke, Cllr Sylvia Gibbs, Cllr Dave Zeal.  
District Cllr P Burford, County Councillor Brian Robinson.

The meeting was chaired by Alastair McGhee and the minutes were taken by the Clerk

No members of the public were present.

1. Apologies

Apologies were received from Cllr D Elmslie.

2. Election of Officers

Chairman

Cllr D Zeal proposed Cllr A. McGhee, who was prepared to stand again, this was seconded by Cllr R Gregory. In the absence of any further nominations, Cllr A. McGhee was elected unopposed.

3. Election of Officers

Vice-Chairman

Cllr S Gibbs proposed Cllr R. Gregory, who was prepared to stand, this was seconded by Cllr D Zeal. In the absence of any further nominations, Cllr R. Gregory was elected unopposed.

4. Declaration of Acceptance

Acceptance forms were signed by the Chair and the Vice Chair in the presence of the Proper Officer/Clerk

5. Code of Conduct

The code of conduct was reviewed and accepted without change. There were no new Councillors needing to sign the code – all Councillors had undertaken this at the beginning of their Term of Office or upon co-option.

6. Standing Orders and Financial Regulations

The Standing Orders and the Financial Regulations as previously circulated were accepted with the proposed changes by the Parish Council.

7. Committee Arrangements

There are currently no sub committees.

8. Asset Inventory

The asset inventory was reviewed and accepted by the Parish Council, this has been amended to reflect the JPAG Guidelines with reference to Community Assets.

9. Risk Assessment

The Risk Assessment was reviewed and accepted by all Cllrs

10. Insurance Cover

The insurance was previously renewed and will be due for renewal in September 2018.

11. Complaints, FOI/DPA and Press/Media Procedures

The complaints procedure was reviewed and accepted without change by the Parish Council.  
The FOI/DPA procedures were reviewed and accepted without change by the Parish Council  
The Press/Media procedure was reviewed and accepted without change by the Parish Council.

12. Questions from members of the public  
There were no members of the public present

13. Other Items for discussion only  
There were no other items.

This concluded the business of the meeting and it was declared closed at 7.45pm

All meetings of the Council are open to the public with the exception of Agenda items taken confidentially in Committee under standing orders.

A handwritten signature in black ink, appearing to be 'V Roberts', is written on a light grey rectangular background.

V Roberts  
Clerk